

## **DDS CHILDREN'S SERVICES**

### **DESCRIPTION OF TRAINING SESSIONS OFFERED**

All classes will be offered at least once quarterly and may be counted as credit hours toward DDS continuing education requirements.

### **BIRTH TO THREE COURSE OFFERINGS**

#### **First Connections(Early Intervention) Orientation**

ADE: 5.02.06 Standards, frameworks, and curriculum alignment/3 Hours professional development

**Instructor: Kenza Wesley**

This training session will be offered twice each quarter and is specifically designed to meet the needs of independent providers and other individuals new to the early intervention system. Anyone who may refer children to the First Connections program, including healthcare providers, day care providers, private therapists, etc., are encouraged to attend. The course will include information regarding the following topics:

- Description and History of the First Connections Program
- Overview of Services
- The Referral Process
- Early Intervention Terminology
- First Connections and DDS Contact Information

This 3 hour course is a prerequisite for Service Coordination training and certification. Attendance of at least one session is a requirement for all new independent service providers and therapists. This training session is recommended for anyone who works with children under three years of age. This course is not an annual requirement.

#### **Service Coordination Certification Block**

**Instructors: Kenza Wesley**

This training course consists of a 4 ½ day (30 hour total) training session. This course is a mandatory requirement of the Early Intervention Program for all Service Coordinators in DDS Licensed Programs, CHMS Programs and DDS Staff Service Coordinators. Early Intervention Orientation is a prerequisite for this class. The sessions will include information regarding the following topics:

- Federal Regulations
- Program Description
- Referral Requirements
- Intake Procedures
- Procedural Safeguards and Parents Rights
- Evaluation and Eligibility
- Individual Family Service Plan Development
- Goal and Objective Writing
- Transition Procedures
- Funding and Prior Authorization

This training course is not an annual requirement.

Service Coordination Certification may also be obtained by completion of the following classes:

Early Intervention Orientation  
 The Evaluation Interpreter  
 Child & Family Outcomes  
 Natural Environment  
 Prior Authorization Process  
 Transition Training  
 Surrogate Parent/ Procedural Safeguards  
 Service Coordination and the IFSP

### **Service Coordination & the IFSP**

ADE: 5.02.06 Standards, frameworks, and curriculum alignment/12 Hours professional development

**Instructor: Kenza Wesley**

This 12-hour course is one of the individual classes that may be taken to gain Service Coordination certification. The class will address Intake Procedures and IFSP development. The class is not an annual requirement.

### **Child and Family Outcomes**

ADE 5.02.03 Assessment;/3 Hours professional development

**Instructor: Judy Eddington**

This 3-hour class will introduce information on the child outcomes measurement system that provides data which we are required to report to the federal government annually. The Child Outcomes Summary Form will be discussed and practice will be provided on sample cases. Resource information will also be provided. This data collection is required of all service coordinators. This is one of the individual classes that may be taken to gain Service Coordination certification. It is not an annual requirement.

### **The Evaluation Interpreter**

ADE 5.02.04 Advocacy/leadership;/3 Hours professional development

**Instructor: Judy Eddington**

This 3-hour session will address the role of evaluation interpreter or representative in the IFSP conference and will include information on:

- IFSP Team Process
- Eligibility Determination
- Terminology & Acronyms
- Responsibility of the Evaluation Interpreter
- Informed Clinical Opinion

This training course is not an annual requirement. It is one of the individual classes that may be taken to gain Service Coordination certification. This class is required for all paraprofessionals who will be expected to act in the capacity of Evaluation Interpreter or Representative during the IFSP team meeting.

### **Natural Environment**

ADE 5.02.06 Standards, frameworks, and curriculum alignment;/3 Hours professional development

**Instructor: Kenza Wesley**

This 3-hour session is one of the individual classes that may be taken to gain Service Coordination certification. It will address the definition and importance of Natural Environment

and the process that IFSP teams must follow to determine a child's natural environment and justify services that cannot be delivered in that setting. This class is not an annual requirement.

### **Developmental Therapy**

ADE 5.02.02 Instructional strategies; 5 Hours professional development

**Instructors: Kenza Wesley/Judy Eddington**

This training course is offered specifically for certified teachers and paraprofessionals who provide in-home or center-based special instruction (developmental therapy) services for children ages 0-3 years. This 5 hour training session will include information on the following topics:

- Supervising Teacher Model
- Certification and Re-certification Requirements
- Documentation Requirements
- In-Service Requirements
- Teaching Strategies for in-home services to children ages 0-3 years

This course is required for all developmental therapists and developmental therapy assistants.

### **Prior Authorization**

**Instructor: Zabrina Swift**

This course is designed to familiarize individuals with the Prior Authorization Process. Participants will gain knowledge of forms, documentation, voucher agreements, and hands-on experience of completing a prior authorization. It is one of the individual classes that may be taken to gain Service Coordination certification.

## **GENERAL COURSE OFFERINGS**

### **Therapeutic Services Orientation**

ADE 5.02.03 Assessment; 3 Hours professional development

**Instructor: Judy Eddington**

This is 3 hour training session is mandatory for speech pathologists, physical therapists, occupational therapists, developmental therapists and assistants employed by DDS Licensed Community Programs serving the 0-5 population and for all new early intervention therapy providers, but may be required as a result of a compliance action plan. Topics to be covered include:

- Evaluation
- Eligibility
- Documentation
- Roles and Responsibilities
- Support Personnel
- Plan Development
- Writing narrative evaluation reports
- Best practices in provision of therapy services to developmentally delayed children aged 0-5
- Inclusion of families in the evaluation, plan development, and therapy processes

This training is mandatory one time only. It is not an annual requirement. Professional continuing education credit is at the discretion of the therapy boards for speech pathologists, occupational and physical therapists.

### **Core Paraprofessional Training**

ADE 12 Hours professional development

**Instructor: Ben Wiley**

The Core Training involves 2 days of interactive sessions, which enhance the knowledge and variability of instructional demands. The sessions are presented through facilitator-directed activities, handouts, and videotape presentations. All paraprofessional working with special needs children are required to successfully complete this Core training one time after beginning work as a paraprofessional. Priority will be given to paraprofessionals who have not completed the Core sessions previously.

The Core Training includes 3 modules: Roles and Responsibilities of Paraprofessionals, Instructing Students with Disabilities, and Legal Aspects of Educating Children and Youth with Disabilities. To receive any credit the person must attend all sessions and make a passing score on the three posttests. Upon completion of all modules, each paraprofessional will receive a certificate of completion from the Department of Education and be entered in the Arkansas registry of training paraprofessionals maintained by the Special Education Unit.

### **Surrogate Parent /Procedural Safeguards Training**

ADE 5.02.04 Advocacy/leadership;/3 Hours professional development

**Instructor: Kenza Wesley**

This is a 3 hour training course and will address parents' rights and procedural safeguards. Surrogate Parent information and packets will be distributed. Participants will be instructed on how to train Surrogate Parents. This is not an annual requirement. This is one of the individual classes which may be taken to gain Service Coordination certification.

### **Transition Training**

ADE 5.02.06 Standards, frameworks, and curriculum alignment;/3 Hours professional development

**Instructor: Judy Eddington**

This is a 3 hour training course and may be credited toward continuing education requirements. The Transition process and timeline requirements will be reviewed and discussed as the child sequentially progresses from the Early Intervention Program into the Early Childhood Program and then into a kindergarten setting. This course is not an annual requirement. This is one of the individual classes which may be taken to gain Service Coordination certification.

### **Report Writing**

ADE 5.02.03 Assessment;/ 3 Hours professional development

**Instructor: MaryAnn Carrington**

This 3-hour course addresses the ingredients and qualities of a report, including test interpretation, non-test factors, clinical opinion, appropriate language, as well as practices to be avoided when reporting. The class is not an annual requirement. This class is mandatory one time only for all occupational therapists, speech pathologists, developmental therapists, and physical therapists.

### **Targeted Case Management**

#### **Instructor:**

This 4-day, 24- hour course is required to obtain certification as a targeted case manager. It may be taken as a prerequisite to Service Coordination Training and Certification in lieu of a college degree. The course will address Medicaid Regulations and Billing, Stages of Development, Case Management Challenges, Essential Communication Skills, and Assessments and Service Plans.

### **Special Notice**

Extra training opportunities are available to service providers on a request basis. Such training opportunities may occur when a provider or a group of providers in an area of the state identify a minimum of 20 persons within their program(s) who need a training in any of the subjects listed above. Trainers will work with the service provider(s) to identify a date and time that is compatible for participants requesting training. The contact person for special requests is Judy Eddington, 479-521-1270 ext 139. Email address is [judy.eddington@arkansas.gov](mailto:judy.eddington@arkansas.gov). The requesting provider(s) must provide a list of persons to be trained and arrange a training site.

All staff who are new to positions that will require using the 3-5 Due Process, contact Ben Wiley. This is to establish a line of communication for information you will need. If there are teachers or other staff members who will be expected to provide 3-5 Due Process and are new, or unfamiliar, or have problems or questions with this process, please contact Ben Wiley for assistance. Email address is [ben.wiley@arkansas.gov](mailto:ben.wiley@arkansas.gov)

#### **Any training involving Due Process:**

ADE 5.02.06 Standards, frameworks, and curriculum alignment/Number of hours;

#### **Any training involving SEAS:**

ADE 5.02.09 Education technology/Number of hours

#### **Any training involving the Arkansas Frameworks:**

ADE 5.02.06 Standards, frameworks, and curriculum alignment/Number of hours;